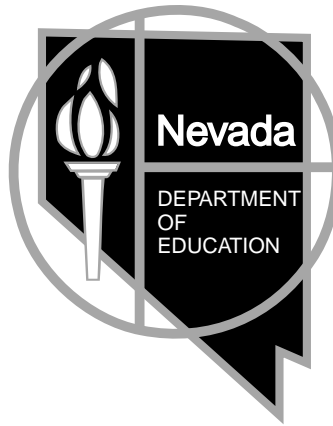


NEVADA

ALTERNATE ASSESSMENT



Test Coordinator's Manual

Grades 3–8 and 11

2009–2010

**Supplement to Procedures for the
Nevada Proficiency Examination Program**

**For use with reference ONLY to the
Nevada Alternate Assessment
in Mathematics, Reading, Science, and Writing**

**Dr. Keith W. Rheault, *Superintendent of Public Instruction*
Office of Assessment, Program Accountability, and Curriculum
(775) 687-9188**

Copyright © 2009 by the Nevada Department of Education

All rights reserved. No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or using any information storage or retrieval system, without permission in writing from the publisher, except for the printing of complex pages, with the copyright notice, for instructional use and not for resale.

Portions of this work were published in previous editions.

Printed in the United States of America.

Table of Contents

| | |
|--|-----------|
| Introduction and Overview | 1 |
| School District Personnel Responsible for Testing..... | 1 |
| School Test Coordinator’s Responsibilities | 2 |
| Before Testing | 2 |
| During Testing | 3 |
| After Testing | 3 |
| Test Administration Procedures and Security | 4 |
| Test Administration Window/Date | 4 |
| Time Requirements | 4 |
| Who Tests..... | 4 |
| Student Transience during the NAA Administration Window..... | 7 |
| Test Security Training | 7 |
| Administration Procedures | 8 |
| Helping Students | 8 |
| Cheating | 8 |
| Security of Testing Materials | 8 |
| Appropriate Testing Environment | 8 |
| Accommodations for Students Participating in the NAA | 9 |
| Permissible Materials for Use by Students during Testing | 9 |
| Testing Irregularities | 9 |
| Invalidation of Test Scores..... | 10 |
| Handling of Test Materials | 10 |
| Test Security | 10 |
| Instructions for the Receipt, Inventory, and Distribution of | |
| Test Materials..... | 12 |
| Ordering Additional Materials | 13 |
| Nevada Alternate Assessment Service Center | 13 |
| Sample School Security Checklist | 14 |
| Instructions for a Final Check of Answer Document Coding | 15 |
| Student Demographic Information..... | 15 |
| Other Information | 15 |
| Entering Official Responses on the Student Answer Document..... | 16 |
| Common Errors When Completing the Student Answer Document..... | 16 |
| Sample Answer Document | 17 |
| Instructions for the Return of Test Materials | 19 |
| Collection and Packing of Student Answer Documents and DVDs | 19 |
| Collection and Packing of Test Booklets and Student Response Booklets..... | 20 |

| | |
|--|----|
| How to Void a Student Answer Document | 20 |
| Unused Answer Document Envelope..... | 21 |
| Online Principal Certification Form | 21 |
| Completing the Online Principal Certification Form | 21 |
| Other Test Materials..... | 22 |
| Returning Materials to the District | 22 |
| Returning Materials to Measured Progress..... | 22 |
| Sample Return Service Label..... | 23 |

Introduction and Overview

The instructions contained in this manual are a supplement to *Procedures for the Nevada Proficiency Examination Program 2009–2010*. This manual provides instructions that district test directors and school test coordinators throughout the state must follow before, during, and after administration of the Nevada Alternate Assessment (NAA) in Reading, Writing, Mathematics, and Science.

All district test directors and school test coordinators must be familiar with the information included in *Procedures for the Nevada Proficiency Examination Program 2009–2010*.

The information in *Procedures for the Nevada Proficiency Examination Program 2009–2010*, this Test Coordinator's Manual, and the *Nevada Alternate Assessment Administration Manual 2009–2010* will provide the information necessary to train the test administrators in each school according to the policies and procedures mandated by Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC). Any questions on test administration or test security procedures should be directed to your local district test director.

There are also instructions/scripts in the Nevada Alternate Assessment Test Booklets provided by the Department of Education that must be read to students to ensure fairness and accuracy during testing. These instructions/scripts may only be changed in accordance with the "Accommodations and Criteria for Use" section of the *Nevada Alternate Assessment Administration Manual 2009–2010*.

School District Personnel Responsible for Testing

The following school district personnel have direct responsibilities for the administration of the NAA test:

- District Test Director (DTD)
- School Test Coordinator (STC)
- Test Administrator – The student's special education teacher should administer the Nevada Alternate Assessment. If this is not possible, the assessment administrator must be a certified teacher or other licensed professional who has worked extensively with the student and is **trained in the assessment procedures**.

More information on the specific roles and responsibilities for each of these individuals is available in the "Introduction and Overview" section of *Procedures for the Nevada Proficiency Examination Program 2009–2010*.

School Test Coordinator's Responsibilities

The school test coordinator has many responsibilities before, during, and after the scheduled test administration to guarantee the integrity of the test administration and the security of testing materials. The school test coordinator may be the principal or a person delegated by the principal to handle the testing responsibilities. In either case, the principal is ultimately responsible for testing at the school.

Detailed information on the required training procedures is available in *Procedures for the Nevada Proficiency Examination Program 2009–2010*, Test Security, "Training Requirements."

Before Testing

- _____ Carefully read this Test Coordinator's Manual as well as *Procedures for the Nevada Proficiency Examination Program 2009–2010*, the Test Administrator's Manual for the NAA in Reading, Writing, Mathematics and Science; and any local district directions provided for administering the assessment. If you need further direction, contact your district test director.
- _____ Ensure that all teachers have attended the training session for test administrators following the processes outlined in the *Procedures for the Nevada Proficiency Examination Program 2009–2010*. Training must involve the review of instruction for test security and individual responsibilities such as distributing and collecting materials, completing demographic information on answer documents and monitoring to make certain that each student is testing with fidelity. Keep copies of the training materials and attendance sign-in logs.
- _____ Check your district testing schedule for the specific test window associated with the NAA.
- _____ Determine the best testing location for each student participating in the NAA.
- _____ **Upon receipt of testing materials, immediately verify that there are enough test booklets, student response booklets and student answer documents for all students who need to be tested.**
- _____ **Order any extra materials needed as soon as possible. No overages will be sent in the initial shipment.**
- _____ Provide locked storage for all secure testing materials before and after testing sessions. **Due to the length of the testing window, secured storage may be in the test administrator's classroom or some other location that is convenient for the test administrator to access daily.**
- _____ Make certain that procedures are in place to guarantee that hand-bubbled student demographic data will be completed accurately on the student answer documents. For those answer documents with student ID labels, the information Did Not Participate (DNP) and Invalidation (INV) must be bubbled, as applicable.
- _____ Develop an orderly, documented process to transfer secure testing materials each time the testing materials move from one person to another.

During Testing

- _____ Provide test administrators with your school's and district's codes.
- _____ Use the documented process for transferring secure testing materials to distribute them at the start of the testing window to the test administrators.
- _____ Monitor test administration by periodically observing the test administrator giving the assessment.
- _____ Use the documented process for transfer of secure testing materials to collect them no later than the end of the testing window from the test administrators. Ensure that **all** test materials have been collected. These materials include the grade specific test administration manual, the grade specific student response manual (in its entirety), and the student's answer document.

After Testing

- _____ Review and check name identifiers, and the demographic information on the student answer documents to make certain that information is accurate. District and school information must be complete to guarantee the timely return of scores. **Please note:** Filling out information on an answer document that includes a student label will not correct information on the label. To correct any demographic information on the affixed student ID label, contact your school or district student information data coordinator.
- _____ Review video discs according to district policy to ensure that they are in good working order.
- _____ Prepare answer documents and video discs for shipping as instructed by Measured Progress and your district test director.
- _____ Verify that the number of documents being submitted for scoring matches the number of students that were scheduled to test on the NAA.
- _____ Make sure that all answer documents needing to be voided are clearly marked.
- _____ Immediately report any irregularities in test administration or test security to your district test director (DTD).

Test Administration Procedures and Security

Test Administration Window/Date

Testing must occur during the test window associated with the NAA (see below). Consult your district testing calendar for more specific dates.

Important Dates – NAA Timeline

| | |
|---|------------------------------------|
| Single-Sided Student Response Booklet Request | September 28 –October 7, 2009 |
| Materials Arrive to District/School | Week of November 16, 2009 |
| Additional Materials Order Window | November 23–December 18, 2009 |
| Test Administration Window | December 1, 2009–February 26, 2010 |
| Last Day for Student to Enroll in District and be Required to Test on the NAA | February 1, 2010 |
| One-day UPS Pickup | March 1, 2010 |

Time Requirements

The NAA is intended to measure student proficiency rather than speed. Students who are working productively must be given time to complete the test.

The students participating in the NAA may require multiple testing sessions to complete each content area assessed. Test administrators should be aware of student fatigue and physical/emotional issues and plan testing sessions accordingly.

When stopping a session of the assessment, it is recommended that the session end after the student has completed an item rather than between trials of an item. When resuming the assessment, any item that has already been administered may not be repeated. Test administrators must pick up the assessment at the point where it was stopped during the previous administration.

Who Tests

Individual Educational Plan (IEP) teams are responsible for determining whether students with disabilities will participate in the alternate assessment. The IEP team should consider the student's present level of educational performance in reference to the Nevada Standards. In order to facilitate informed and equitable decision making, IEP teams should answer each of the following questions when determining whether or not a student should participate in the Nevada Alternate Assessment. If the IEP team determines that **all six of the following questions** accurately characterize a student's current educational situation, then the **Nevada Alternate Assessment** should be used to provide a meaningful evaluation of the student's current academic achievement. If "yes" is not indicated in all six areas, then the student should participate in the general assessment either with or without accommodations.

| Questions to Guide the Decision-Making Process to Determine Whether a Student Participates in the Nevada Alternate Assessment | YES | NO |
|--|------------|-----------|
| 1. Is the student receiving services under the Individuals with Disabilities Education Act (IDEA) through a current IEP? | | |
| 2. Does the student demonstrate cognitive ability and adaptive behavior that limits full participation in the general education curriculum, even with supplementary aids, accommodations, and modifications? | | |
| 3. Is the student's level of educational performance not primarily the result of specific learning disabilities; social, cultural, economic, or language differences; visual or auditory impairments; emotional-behavioral disabilities; or excessive or extended absences unrelated to the student's disabilities? | | |
| 4. Does the student require intensive instruction to acquire, maintain, and generalize skills necessary for application in school, home, work, and community settings? | | |
| 5. Does the student participate in a modified functional/academic curriculum that includes alternate grade level indicators based upon the Nevada Content Standards? | | |
| 6. Has the parent/guardian been informed of potential consequences of the student participating in the Nevada Alternate Assessment and of being judged against alternate achievement standards? | | |

The documentation of participation in statewide assessments must be addressed as described in the July 1, 2006 revision of the Nevada State Mandated IEP. The IEP team is required to document whether the student requires participation in each state assessment for the period of the annual review (e.g., for a grade 5 student to be assessed with the NAA, the documentation must be provided for the CRT and the Proficiency Examination in Writing, as well as any district-wide assessment).

ALL STUDENTS WHO ARE ENROLLED IN THE DISTRICT BY FEBRUARY 1, 2010 AND WHO MEET THE NAA PARTICIPATION CRITERIA MUST BE ASSESSED.

Students should be assessed at the grade level in which they are enrolled and coded in the school's student data information system and their results will be reported accordingly for accountability purposes. For example, a student participating in a fifth grade classroom, and who is coded as a fifth grader in the school's student information system, would be expected to be assessed using the fifth grade NAA, regardless of their chronological age.

The NAA is administered to a student only one time during high school, in the student's 11th grade year. Therefore, a student eligible to take the alternate assessment and enrolled as an 11th grader should be assessed with the NAA. However, a student enrolled in a 10th grade classroom and coded as a 10th grader in the school's student information system would not be assessed with the NAA until that student is coded as an 11th grader in the student information system.

The Chronological Age to Grade Placement chart that follows can be used to determine grade placement in situations where a student attends a program that is not grade based (an ungraded program).

Chronological Age to Grade Placement

| Age by 9/01/09 | DOB | Grade Level Placement | | | | | | | | | | |
|----------------|------------|-----------------------|---|---|---|---|---|---|---|----|----|----|
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 7 | 10/01–9/02 | X | | | | | | | | | | |
| 8 | 10/00–9/01 | | X | | | | | | | | | |
| 9 | 10/99–9/00 | | | X | | | | | | | | |
| 10 | 10/98–9/99 | | | | X | | | | | | | |
| 11 | 10/97–9/98 | | | | | X | | | | | | |
| 12 | 10/96–9/97 | | | | | | X | | | | | |
| 13 | 10/95–9/96 | | | | | | | X | | | | |
| 14 | 10/94–9/95 | | | | | | | | X | | | |
| 15 | 10/93–9/94 | | | | | | | | | X | | |
| 16 | 10/92–9/93 | | | | | | | | | | X | |
| 17 | 10/91–9/92 | | | | | | | | | | | X |

Student Transience during the NAA Administration Window

If due to student transience, a student transfers to a different school during the NAA testing window the following practice should be employed:

1. If testing has begun, make sure that the CD containing the digital video file follows the student to his/her new school.
2. The school where the test was begun should follow the return of materials procedure. The test booklet, the student response booklet and the partially filled out answer document for the student should be returned to Measured Progress in the manner in which it would have had the student remained at the school.
3. The receiving school MUST immediately call Measured Progress and order the grade specific test materials for the student.
4. Upon receipt of the testing materials, the test administrator will need to bubble in the student demographic information on the front of the answer document and write the student's name on the test booklet, and student response booklet.
5. The test administrator will determine from the digital video file where previous testing stopped, and begin the assessment at that point. **Note:** The test administrator **must** ensure that the transfer of scores onto the student's answer document is accurate and reflects the point at which the test administrator began the assessment.
6. The test administrator will follow the return of materials procedures outlined in this manual. The test booklet, student response booklet, CD with digital video file, and partially filled in student answer document should be returned to Measured Progress in the same manner as rest of the assessments from the school.

Test Security Training

The school test coordinator is responsible for planning and implementing the training session for all individuals involved in the administration of the NAA. Training must involve reviewing the instructions for test security as well as individual responsibilities such as distributing and collecting materials, completing demographic information on answer documents and monitoring to make certain that each student is tested with fidelity.

Detailed information on the required training procedures is available in the "Test Security" and "Training Requirements" sections of the *Procedures for the Nevada Proficiency Examination Program 2009–2010*.

Administration Procedures

School test coordinators and test administrators should read and understand the administration procedures thoroughly before testing begins. Adherence to these procedures will ensure uniformly favorable testing conditions.

Helping Students: The test administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond those necessary accommodations required to provide access to the assessment. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences, including suspension or revocation of their teaching licenses (NRS 391.330).

Cheating: Any instances of cheating must be handled in a manner consistent with district and school policies. Answer documents for students who cheat must be submitted as invalidated tests. All instances of cheating require the school test coordinator to submit a Report of Testing Irregularity form.

Security of Testing Materials: Test administrators are responsible for collecting all test materials at the end of the testing window and returning the materials as instructed to the test coordinator.

Appropriate Testing Environment

Test administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions. The Nevada Department of Education recommends that assessments be administered at the beginning of the student's academic day.

Students may only use the materials and/or supplies that are specified in this manual or provided with the test booklets for a specific test and grade level. Any adaptations or modifications must fall within the guidelines specified in the "Accommodations and Criteria for Use" section of the *Nevada Alternate Assessment Administration Manual 2009–2010*.

Test administrators should arrange to have the permissible materials available for student to use during the testing session.

There are instructions/scripts in the Nevada Alternate Assessment Test Booklets provided by the Department of Education that must be read to students to ensure fairness and accuracy during testing. These instructions/scripts may only be

changed in accordance with the “Accommodations and Criteria for Use” section of the *Nevada Alternate Assessment Administration Manual 2009–2010*.

Prior to and during testing, the test administrator must follow the script provided in the test administration manual. He or she cannot provide additional assistance or direct the student’s attention to any materials in the room for the purpose of enhancing test performance. However, the test administrator **may** provide additional assistance to direct the student’s attention to the testing materials as specified in the administration manual.

The NAA is designed to be administered in a one-on-one setting.

Accommodations for Students Participating in the NAA

The Nevada Alternate Assessment is designed to allow maximum access to students with significant cognitive disabilities. Traditional “accommodations” such as adapting the presentation mode or response mode and providing a flexible setting and schedule are already embedded in the standard administration of this assessment. However, some students may require additional accommodations to gain access to the assessment. Additional accommodations are available to allow assistive technology devices to be used by students with visual impairments, students with hearing impairments, and/or students with limited physical ability and/or mobility, and Limited English Proficiency (LEP) students. All accommodations used during the administration of the assessment should align with what the student uses on a daily basis during classroom instruction. All the allowable accommodations are found in the administration manual.

Permissible Materials for Use by Students During Testing

Calculators, number lines, generic counters, and/or scratch paper and pencils may be set out on the work surface for the student to use with any mathematics item. However, it is important to only set these tools on the work surface if the student uses them during instruction in mathematics.

Testing Irregularities

Test administrators should immediately report any testing irregularities to their school test coordinator. A testing irregularity is any occurrence that may influence a student’s performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during a testing session.
- A teacher or another adult provides improper assistance to a student.
- Testing accommodations specified in a student’s IEP are not provided.

- A test booklet, student response booklet, or used student answer document is missing.
- An unused/unassigned test booklet, student response booklet, or student answer document is missing.

Invalidation of Test Scores

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores. Students with invalidated scores resulting from a test administration or test security irregularity **will** be counted as participating in the assessment; however, they will be counted as nonproficient for AYP purposes.

To indicate that a student's test score is invalidated, fill in the **INV** bubble next to the invalidated content area on the student's answer document.

ANSWER DOCUMENTS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.

Handling of Test Materials

Test administrators must sign out and sign in each test materials packet issued at the start and end of the test administration window for each student. A School Security Checklist has been provided to assist in this process.

The school test coordinator will provide test administrators with the following testing materials:

- Grade level test booklets
- Student response booklets for each content area tested at each grade level
- Student answer documents (Note: There should only be a single answer document per student for the NAA.)

Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials, including test booklets and completed answer documents.

2. The locked room or file cabinet used to store materials must not be accessible to anyone other than the principal, school test coordinator or test administrator.
3. Test booklets and student response booklets must not be distributed to those administering the examination until the prescribed date for test administration.
4. Do **NOT** copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
5. Test booklets and Student Response Booklets must not be copied or reproduced by any means without the prior written authorization of the test publisher and the Nevada Department of Education.
6. Administration of the NAA examination to a person who is not eligible to take that examination is an unauthorized disclosure of test content (NRS 389.015).
7. **A log identifying the serial numbers of test booklets and student response booklets must be maintained for each transfer of materials from one individual to another.**
8. At no time should students be left unattended with test materials.
9. All required materials must be provided at the testing location.
10. Additional materials, beyond those specified in the test administration instructions or approved by an IEP team, must not be provided for students to use during a test administration.
11. The test administrator must account for all test materials, including test booklets, student response booklets, student answer documents, and any other materials used for the examination.
12. On completion of testing, test administrators must return all testing materials to the school test coordinator in a timely manner but no later than the end of the testing window for the examination.

Instructions for the Receipt, Inventory, and Distribution of Test Materials

The Nevada Department of Education will provide, through Measured Progress, test materials for the NAA. These materials will be shipped either directly to the schools or to the districts, as determined by district policy, in separate secure shipments for each program, by grade and school based on the enrollment information provided by each school/district.

The school test coordinator should immediately inventory all test materials received. Each school should receive at least one box of testing materials. Each box will be labeled "NAA Test Materials." If the total number of boxes indicated has not been received two days after receiving the initial shipment, contact the **Nevada Alternate Assessment Service Center** at Measured Progress at 800-431-8901 x 2470 immediately.

Open the box labeled "Administrative Forms Enclosed" first. Use the forms provided to inventory the contents of each box. Use the **School Security Checklist to verify the secure test booklets and student response booklets received in your shipment.** Compare the individual bar code numbers on the front of the test materials you received with the School Security Checklist to verify the unique test materials assigned to your school. Confirm or correct the numbers on the checklist to accurately reflect the actual numbers you received.

Check the quantities of nonsecure test materials received against the Packing Slip (Master) and against the quantity of materials actually necessary for testing. Make an item-by-item note of any shortages. If any shortages are noted, immediately contact Measured Progress to request additional materials. Remember it is only necessary to be concerned with a **shortage** of materials. **Please refer to the end of this section to see a sample School Security Checklist.**

The School Security Checklist is provided for the school test coordinator to log out and log in test materials to the test administrators in their school for the test administration window. The test administrator must sign and date on the line beside each test product number received. The school test coordinator must verify the return of all secure test materials by signing and dating on the line beside each test product number that is returned. If additional materials are needed in a school due to a change in enrollment, document the use of these materials on the School Security Checklist by entering the corresponding product numbers of the materials received.

Use the boxes in which the materials were received to return test booklets and student response booklets to Measured Progress.

Ordering Additional Materials

November 23–December 18, 2009

If you are missing any materials listed on the packing slip(s) or if you need any additional testing materials, log on to <http://iServices.measuredprogress.org> to place an order. Select “Nevada” from the dropdown menu and select “Order Additional Materials” from the left column. To access your school’s account, you will need your MP Ship Code—this number is located at the top of your Packing Slip (Master).

Remember to order before 11:00 am Pacific Standard Time (2:00 pm Eastern Standard Time) to receive requested additional materials by the next business day. If you have any problems with the online system or need additional materials outside of the above order window, contact the NAA Service Center toll free at **1-800-431-8901 x 2470**. (See below for further information regarding the Nevada Alternate Assessment Service Center.)

Nevada Alternate Assessment Service Center: Measured Progress operates a live call-in service center during the NAA administration window. This service is available to all schools and districts to answer questions or concerns regarding the NAA, administration procedures, or testing materials. The service center can be reached toll free at 1-800-431-8901 x 2470 from 7:00 am–2:00 pm Pacific Standard Time, Monday through Friday. **This service will be available from November 23, 2009, until February 26, 2010.** If you call during nonoperational hours, please leave a message with the following information:

- Your name and title
- The name of the school you are calling from, including your five-digit state school code
- A phone number where you can be reached
- Your specific question or concern

A representative from the Service Center will contact you within 24 hours.

Sample School Security Checklist



50 Education Way
Dover, NH 03820

Nevada Alternate Assessment

Security Check List

Ship To:

| | | | |
|--------------------------------------|---|--------------------------|---|
| MP Ship Code: | 00000000040243 | | Date Packed: |
| Contract: 137500 | Contract Name: Nevada Alternate Assessment | | Administration: 2009-2010 |
| County Code: Your County Code | County Name: Your County Name | SU Code: Your SU Code | Superintendent Unit Name: Your SU Name |
| District Code: Your District Code | District Name: Your District Name | | |
| School Code: Your School Code | School Name: Your School Name | Grade: 3 | Enrollment: 10 |

Distribution from the School Test Director (STC) to the Test Administrator(s) (TA)

School Test Directors: The TA must sign and date the "Sign Out" column when receiving secure test materials. The STC must sign and date the "Sign In" column when the TA returns the Secure Materials. When the Secured Materials are packaged for return, the STC (or designated person) must initial the "PACKAGED FOR RETURN" column. Comments may be written along the margins.

| Description | | | Qty Shipped |
|----------------------------------|--------------------|--------------------|---------------------|
| Student Assessment Kit – Grade 3 | | | 10 |
| Product Numbers | TA Sign Out / Date | STC Sign In / Date | PACKAGED FOR RETURN |
| 1580029640 | | | |
| 1580029641 | | | |
| 1580029642 | | | |
| 1580029643 | | | |
| 1580029644 | | | |
| 1580029645 | | | |
| 1580029646 | | | |
| 1580029647 | | | |
| 1580029648 | | | |
| 1580029649 | | | |

Instructions for a Final Check of Answer Document Coding

The student answer document is used for official scoring. The answer document includes a student ID label indicating the student's name, school, district, identification number, and grade level. The demographic section of the student answer document should only be filled in when no student label exists for a student. Filling out information on an answer document that has a student ID label will not correct information on the label. To correct any demographic information located on the student ID label, contact your school or district student information data coordinator.

Student Demographic Information

The front of the answer document captures student demographic information. Complete the following fields **only if there is no student label**:

Student Name: Provide the student's last name and first name. Do not leave this information blank. There are boxes for the first 11 letters of the student's last name and 8 letters of the first name. If known, enter the student's middle initial (MI).

Birth Date: Provide the month, day, and year of the student's date of birth.

Grade: Mark the grade level of the student. See the Chronological Age to Grade Placement Chart on page 6 of this manual if the student participates in an ungraded program.

School Code: Provide the five-digit district and school number combination for the district and school where the student currently attends.

Student Number: Provide the nine-digit student number.

Other Information

As applicable to those students who have a student ID Label affixed to their answer document, only code the Did Not Participate (DNP), and Invalidation (INV).

Did Not Participate: Mark the reason the student did not participate by content area: absent, not enrolled, or other.

For a student who is absent or does not test for any other reason, the answer document must be appropriately coded with the DNP code. **Do not** use the DNP code if the student completes a portion of the test but does not finish.

Invalidation: Fill in for each content area in which the student’s test has been invalidated.

Entering Official Responses on Student Answer Document

An answer document may be bubbled in as the student is being assessed or the responses may be transferred to the answer document afterward. If responses are being transferred afterward, carefully match the test booklet items to the answer document items. **Student scores should be recorded on “Scorer 1” pages only.**

Each content area in the test booklet should match a specific content area on the answer document. If for some reason there is no video submitted for an item on the test, fill in the “N” bubble next to “Completed” in the line below the item number where it occurs. All items for a given content area must be completed. Using a No. 2 pencil, only enter **one** response per item or the item response will be invalid. If a mistake is made, completely erase the incorrect answer and bubble in the correct response.

If a specific content area is not assessed for a given grade level, that section of the answer document should be left blank. For example, grade 3 students are only assessed in reading and mathematics, so the science and writing answer sections should be left blank.

Common Errors When Completing the Student Answer Document

All items must be completed for the content area being assessed in order for the student to receive a valid score. Multiple answers or trials left blank will cause the student to receive a score of “No” for that trial. When completing the student answer document or transferring responses from the test booklet to the answer document, review for the following common errors:

- Multiple responses per trial
- Trial left blank
- Incorrect content area completed for specified grade level
- Content area left blank

Sample Answer Document

NEVADA ALTERNATE ASSESSMENT ANSWER DOCUMENT

STUDENTS without a STUDENT-ID LABEL must complete IDENTIFYING INFORMATION.

SPRING 2010



USE NO.2 PENCIL ONLY
CORRECT MARK
● ○ ○ ○ ○

| STUDENT NAME | | | | | | | | | | | | | | | |
|--------------|---|---|---|---|---|---|---|---|---|------------|---|---|---|---|----|
| LAST NAME | | | | | | | | | | FIRST NAME | | | | | MI |
| A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | |
| B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | |
| C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | |
| E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | |
| F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | |
| G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | |
| H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | |
| J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | |
| K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | |
| L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | |
| M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | |
| N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | |
| O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | |
| P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | |
| Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | |
| R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | |
| S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | |
| T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | |
| U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | |
| V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | |
| W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | |
| Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |
| Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | |

| BIRTH DATE | | |
|------------|-----|------|
| MONTH | DAY | YEAR |
| JAN 1 | | |
| FEB 2 | | |
| MAR 3 | 0 | 0 |
| APR 4 | 1 | 1 |
| MAY 5 | 2 | 2 |
| JUN 6 | 3 | 3 |
| JUL 7 | 4 | 4 |
| AUG 8 | 5 | 5 |
| SEP 9 | 6 | 6 |
| OCT 10 | 7 | 7 |
| NOV 11 | 8 | 8 |
| DEC 12 | 9 | 9 |

| DID NOT PARTICIPATE | |
|------------------------------------|------------------------------------|
| Math | Writing |
| <input type="radio"/> Absent | <input type="radio"/> Absent |
| <input type="radio"/> Not Enrolled | <input type="radio"/> Not Enrolled |
| <input type="radio"/> Other | <input type="radio"/> Other |
| Reading | Science |
| <input type="radio"/> Absent | <input type="radio"/> Absent |
| <input type="radio"/> Not Enrolled | <input type="radio"/> Not Enrolled |
| <input type="radio"/> Other | <input type="radio"/> Other |

| SCHOOL CODE | STUDENT NUMBER | GRADE | INVALIDATION |
|-------------|----------------|-------|-------------------------------|
| 0 | 0 | 3 | <input type="radio"/> Math |
| 1 | 1 | 4 | <input type="radio"/> Reading |
| 2 | 2 | 5 | <input type="radio"/> Writing |
| 3 | 3 | 6 | <input type="radio"/> Science |
| 4 | 4 | 7 | |
| 5 | 5 | 8 | |
| 6 | 6 | 11 | |
| 7 | 7 | | |
| 8 | 8 | | |
| 9 | 9 | | |



| PLEASE DO NOT WRITE IN THIS AREA. | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Instructions for the Return of Test Materials

Collection and Packing of Student Answer Documents and CDs

It is the school test coordinator's responsibility to verify that only one answer document has been submitted for each student tested. Upon completion of reviewing the answer documents to ensure that any required demographic information was coded properly, the school test coordinator will pack each student's answer document and CD individually.

The following materials are packed by **individual student**.

1. A sheet of pre-printed student ID labels is provided for each student. Place student labels on all the following used test materials:
 - a. Test booklet
 - b. All student response booklets
 - c. Student answer document
 - d. CD sleeve(s)
 - e. CD bubble envelope
 - f. "Scannable Student Answer Document and CD Envelope"
2. Use a permanent marker to label each CD with the student's name. Place each CD in the CD sleeves that has been provided. Place all CDs for a student in the bubble envelope labeled "CDs." The CD envelope should only be sealed after the CD is confirmed to be in working order by the school/district test coordinator.

Note: If your district has advised you to return the student answer documents and CDs to the district office, **do not seal** the envelope.

3. Place the CD bubble envelope, the student answer document, and any leftover student ID labels in the large envelope labeled "Scannable Student Answer Document & CD Envelope." The school test coordinator should seal the envelope after confirming all of the materials have been included.

Note: If your district has advised you to return the student answer documents and CDs to the district office, **do not seal** the envelope.

4. Place the "Scannable Student Answer Document & CD Envelope" into the plastic Tyvek shipping envelope. Seal the envelope.

Note: A UPS shipping label should already be affixed to the envelope.

Note: If your district has advised you to return the student answer documents and CDs to the district office, **do not seal** the Tyvek envelope.

5. **DO NOT PLACE THE TYVEK SHIPPING ENVELOPE IN A BOX.** The Tyvek envelopes are shipped individually.

6. UPS Pickup Date: March 1, 2010

Collection and Packing of Test Booklets and Student Response Booklets

Upon completion of testing, the school test coordinator will collect and log in the secure test booklets and student response booklets from each classroom test administrator. **The school test coordinator will initial on each applicable line in the column titled "Packaged for Return" next to each item on the School Security Checklist to indicate that each test booklet and student response booklet has been returned by the test administrator.** The test booklets and student response booklets should then be placed in the shipping boxes.

The following steps should be used to either pack materials by **school or grade level in the original box in which they were sent.**

1. Place all unused test materials in the bottom of the box.
2. Place the used test materials organized in alphabetical order by student on top of the unused test materials.
3. Place any unused answer documents in the envelope labeled "Unused Answer Documents," seal the envelope, and place it in the box.
4. Place the completed Principal Certification Form in the box.
5. Seal the box(es) and affix a UPS shipping label.

6. UPS Pick-up Date: March 1, 2010

NOTE: All materials must be returned by United Parcel Service (UPS). Please do not attempt to return materials through any other carrier.

How to Void a Student Answer Document: Because the school test coordinator is responsible for ensuring that only one "used" answer document is submitted for each student tested, it may be necessary to void a duplicate answer document(s) returned with your other materials. Reasons for voiding an answer document may include but are not limited to the following: putting a label on one answer document and then the student using another answer document to complete the test, or beginning a new answer document due to incorrectly bubbling the first one.

Whatever the reason, it is crucial that the answer document that needs to be voided is marked clearly and correctly to ensure that a duplicate answer document is not scored and reported for the same student. If there are multiple answer documents that need to be voided, **each** answer document must be clearly marked "void." Mark the answer document with the word "VOID" or place a large X across each page of the Answer Document. All voided answer documents need to be placed in the unused answer document envelope.

Unused Answer Document Envelope: All unused answer documents must be returned. Loose, unused answer documents should be placed in the plastic envelope labeled "For Return of Unused Answer Documents" and included in the box(es) containing the secure test booklets. Verify quantities to be returned against the quantities of test booklets, answer documents, and other materials received as indicated on the Packing Slip (Master). The total quantities received and total quantities returned must match.

Online Principal Certification Form: The school test coordinator or principal **must** complete, sign, and return the Online Principal Certification Form (PCF) indicating the quantities of secure materials being returned with the test booklets and student response booklets. One Principal Certification Form per school is required for the NAA administration. A copy of the completed Principal Certification Form must be retained for school files.

Completing the Online Principal Certification Form: When testing is completed, inspect the used answer documents and inventory the test booklets. When the inventory is complete, the school test coordinator or principal must complete the Online Principal Certification Form. This form can be accessed on the Internet. As part of the security procedures, Measured Progress must receive an Online Principal Certification Form for each school to verify the quantity of used answer documents and test booklets returned. It is important that all the necessary information is entered on the appropriate screen. Accurate counts must be entered in all the boxes indicated.

Instructions:

- Type <http://iServices.MeasuredProgress.org> into your Web browser.
- Select "Nevada Alternate Assessment" from the list of contracts and click "Enter."
- Select "Principal's Certification" from the list of options.
- At the log-in screen, select your district and school from the dropdown menus.
- Enter your school's secure password
- Submit one form for your school.
- Please complete the following fields of the Online Principal Certification Form:
 - the number of test booklets, student response booklets and answer documents received from Measured Progress

- the number of test booklets you are returning to Measured Progress
- the number of student response booklets you are returning to Measured Progress
- the number of **used** answer documents you are returning to Measured Progress
- Print two (or more) copies of this completed form.

The form **must be signed by the principal** and returned with the test booklets and student response booklets. **Please make additional copies to keep for your records and to send to your district test director.**

Please contact the NAA Service Center at 1-800-431-8901 x 2470 if you need assistance completing the online Principal Certification Form.

Other Test Materials: Unless information on the Packing Slip (Master) appears incorrect, all other materials, such as packing slips, do not need to be returned and can be kept for school/district records. For example, if you inventory test materials and find that some quantities in the original shipment are incorrect on the Packing Slip (Master), make note of this in the comments field of the Online Principal Certification Form.

ALL TEST BOOKLETS, STUDENT RESPONSE BOOKLETS, AND STUDENT ANSWER DOCUMENTS (USED AND UNUSED) MUST BE RETURNED.

Returning Materials to the District

If you received your materials from your district, you must return all test materials to **your district office**. Package all materials as indicated above, but **do not seal** the Tyvek envelopes containing the student answer documents and CDs. Contact your district test director to arrange the return of unsealed Tyvek envelopes and boxes to the district office for final processing. Follow all procedures and guidelines provided to you by your district test director.

Returning Materials to Measured Progress

If you received your test materials directly from Measured Progress, follow instructions in your district shipment plan regarding the return of all test materials.

When your test materials are ready to be returned to Measured Progress, make sure they are at the usual location that UPS picks up and deliver packages. All Nevada Alternate Assessment materials are scheduled to be picked up on March 1, 2010.

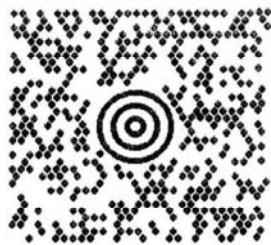
ALL TEST MATERIALS MUST BE KEPT SECURE UNTIL UPS ARRIVES.

Sample Return Service Label

25 LBS
RS

1 OF 2

SHIP TO:
SHIPPING
(603) 516-1121
MEASURED PROGRESS
50 EDUCATION WAY
DOVER NH 03820-5814



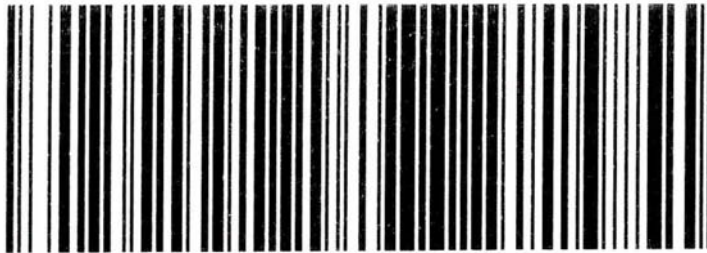
NH 038 0-02



UPS TRACKING NUMBER

UPS GROUND

TRACKING #: 1Z 0W8 76A 90 5308 2986



BILLING: P/P
DESC: Test Materials
RETURN SERVICE

REF 1: 112900.261
REF 2: 000000134824001

UOW 8.0.16 UPS Thermal 2 57.0A 07/2006



International Shipping Notice - Carriage hereunder may be subject to the rules relating to liability and other terms and/or conditions established by the Convention for the Unification of Certain Rules Relating to International Carriage by Air (the "Warsaw Convention") and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention"). These commodities, technology or software were exported from the U.S. in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. For stopping places, call 1-800-782-7892. United Parcel Service, Louisville, KY